

LEGISLATIVE COUNCIL POSITION DESCRIPTION

(THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT)

POSITION: Scrum Master

AGENCY: Legislative Service Bureau

DIVISION: Information Services

SALARY SCHEDULE RANGE:

STATUS: Full-time

GENERAL DESCRIPTION OF POSITION:

The Scrum Master serves as a coach to the Information Services development teams. This role facilitates scrum ceremonies for agile teams, including sprint planning, backlog grooming, reviews, and retrospectives. The Scrum Master supports the team in moving along backlog items coming through the pipeline, and to support scrum teams by removing roadblocks and guiding the team to achieve goals.

Serves the Scrum Team, Product Owner and the organization as described in the Scrum Guide. Supports and encourages the foundation of Scrum theory, ensures its understanding and guides the team into appropriate practice.

Guides the team and product owner in the principles of Scrum.

EXAMPLES OF WORK:

- Lead the development team in using Agile methodology and scrum practices.
- Ensures team adherence to Agile principles. Assists with coaching team on how to execute the Scrum framework.
- Uses Agile Scrum and technical processes and tools that encourage continuous improvement to optimize velocity and quality while mitigating risk.
- Works in partnership with product owners to protect the team from outside influences to ensure the team remains focused on priorities.
- Remove impediments and coach the team on removing impediments.
- Facilitates conflict resolution within the team and the organization.
- Helping the development team to achieve customer satisfaction through the practice of Agile principles and values.

MISSION STATEMENT PRINCIPLES AND GOALS:

- Displays a team-oriented attitude toward co-workers and other Legislative Council staff.
- Provides high quality services and products to members of the Legislature and other customers.
- Acts in a professional manner.

- Takes initiative in improving one's knowledge, skills, and judgments to better serve the Legislature.

KNOWLEDGE, SKILLS, AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

- Has a proven track record of insisting on good Agile Scrum practice and, without compunction, raises any and all issues regarding impediments or anti-patterns and can do so in a diplomatic and productive manner.
- Knowledge of and ability to utilize formal agile methodologies, disciplines, practices, and techniques for the delivery of new and enhanced applications.
- Knowledge of coaching concepts and methods; ability to encourage, motivate, and guide individuals or teams in learning and improving effectiveness.
- Understanding of how to anticipate, recognize, and deal effectively with existing or potential conflicts at the individual, group, or situation level; ability to apply this understanding appropriately to diverse situations.
- Understanding of effective communication concepts, tools, and techniques; ability to effectively transmit, receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.
- Knowledge of group facilitation best practices and ability to design and facilitate a group process, elicit contributions from group members, stimulate a focused group discussion, and achieve a desired outcome.
- Knowledge of the techniques and the ability to work with a variety of individuals and groups in a constructive and collaborative manner.
- Knowledge of and the ability to utilize a variety of administrative skill sets and technical knowledge to manage organizational IS (information systems) policies, standards, and procedures.
- Knowledge of effective listening to issues and techniques; ability to gather, clarify, and apply information transmitted verbally, while exhibiting a genuine interest toward the speaker.
- Knowledge of planning and organizing concepts and best practices and ability to mobilize both time and resources to get things done.
- Knowledge of approaches, tools, techniques for recognizing, anticipating, and resolving organizational, operational or process problems; ability to apply this knowledge appropriately to diverse situations.
- Expert knowledge of Michigan's legislative process and workflow structure is desired.
- Knowledge of Legislative Council and MiLENIA System rules, policies, and procedures.
- Ability to handle sensitive data and maintain confidentiality.
- Ability to communicate complex problems and information clearly, concisely, and effectively to technical and non-technical people, both verbally and in writing.
- Strong commitment and proactive approach to customer service, including a professional and personable telephone manner and the ability to interact professionally with a diverse group of users.
- Ability to quickly assimilate oral and written data, analyze facts, and draw logical conclusions.
- Ability to work under time constraints and deadlines.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- Bachelor's degree preferred, with at least 6 months of relevant professional experience.
- In lieu of a degree, a comparable combination of education and/or Scrum Master Certification (CSM®, SSM, PSM), and experience (including military service) may be considered.
- Preferred knowledge of any or the following: JIRA, Confluence, Microsoft DevOps.

NECESSARY SPECIAL REQUIREMENTS:

- Must be able and willing to work overtime as required, including evenings, weekends, and holidays as needed.

June 10, 2021